

Arizona Commission on the Arts

Residency Roster Worksheet

To help you complete your online application. Complete the online application at www.azarts.gov/rosterapp.asp. **Deadline: Midnight, Thursday, September 21, 2006.**

The suggestions on the following pages provide advice on the issues you should address in your *Residency Roster* application form. Please note submission of an incomplete application will be deleted and not forwarded to the panel for review. Incomplete applications in the system will be deleted after the deadline date.

In addition to the helpful hints, the Arts Learning staff can answer any questions about the application content. Contact Mandy Buscas at (602) 229-8225 or mbuscas@azarts.gov.

For technical questions, contact Stacey Wong at (602) 229-8227 or swong@azarts.gov or Chris Burawa at (602) 229-8226 or cburawa@azarts.gov. For community-based residencies, contact Claire West, Performing Arts Director at (602) 229-8231 or cwest@azarts.gov.

There is no spell check. We recommend that you write or type out your answers in a word processing program or word pad and review them before applying. Please use regular capitalization and punctuation; do not use all capitals or lowercase. Entries will not be edited. They will go to panel as they are submitted, with or without mistakes, typos, etc.

Important -- Your online user session will expire if you do not save every 15 minutes, and you will run the risk of losing the information entered on the page you were working on. After you have logged on, please submit your information by clicking the "Save & Continue" button. If the session does expire, you will have to log back in and re-key the information on that page.

A. Contact Information

This section includes information that will be published online in the Residency Roster. (If you move, please contact us at info@azarts.gov immediately with your new information).

Company Listing (Your company name or full name for individual artists) _____

Individual Listing (First name of individual artist or contact person) _____

Individual Listing (Last name of individual artist or contact person) _____

Company Members (255 Character Limit) (List names of company members, separated by commas. For example: Jane Smith, John Smith, Joe Smith, etc.) _____

Address _____

City _____ **State** _____ **Zip** _____

County _____ (Use format XXX-XXX-XXXX)

Day Phone _____ **Evening Phone** _____

Fax _____ **Other Phone** _____

Email _____ **Website** <http://> _____

AZ Legislative District _____ **AZ Congressional District** _____

(If you don't know your district, visit <http://capwiz.com/artsusa/az/state/main/?state=AZ>)

Geographic Location _____ (Area of Arizona where you live)

B. Summary of Work

Write a one-to-six word summary of your work to be used in publicity. Be as specific as possible, i.e. Modern Dance, Contemporary Navajo Weaving, Western Poetry. (50 Character Limit)_____

C. Discipline

Select the discipline for which you are applying.

- | | | |
|--|---|---|
| <input type="checkbox"/> Creative Writing | <input type="checkbox"/> Dance Performance | <input type="checkbox"/> Dance Choreography |
| <input type="checkbox"/> Interdisciplinary | <input type="checkbox"/> Folk Arts Performing | <input type="checkbox"/> Folklorist |

Select one discipline only. If you are applying in multiple disciplines, you must create a new user name and password and submit a separate application for each discipline you are applying for.

Similarly, you may apply as an individual artist and also be named in a performing company application. You must create a new user name and password and submit a separate application for each application.

Applications are being taken in the following categories, Creative Writing, Dance, Interdisciplinary, Folk Arts Performing and Folklorist.

D. Technical Requirements

Write two-to-three sentences to describe your technical requirements for a residency, i.e. storage space, sound, lighting requirements, etc. (255 Character Limit)_____

E. Other Areas of Interest

Applicants who have experience in working with special populations or who are proficient with languages should check the appropriate box.

- | | | |
|---|---|---|
| <input type="checkbox"/> At Risk Students | <input type="checkbox"/> Gifted Students | <input type="checkbox"/> Incarcerated Individuals |
| <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> Senior Citizens | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Single Day Engagement | <input type="checkbox"/> Fluent In Other Languages, Specify _____ | |
| <input type="checkbox"/> American Sign Language | | |
-

F. References

Provide three references. References may include professional or school contacts, peers or other persons who can attest to your artistic quality and professional ability. Do not list other Residency Roster artists as references. Do not abbreviate.

Reference #1 Name, Organization, Title, Phone, Email

Reference #2 Name, Organization, Title, Phone, Email

Reference #3 Name, Organization, Title, Phone, Email

G. Describe Yourself and Your Work

Describe yourself/your company and your work in 150 words or less (900 Character Limit).

Consider the following when drafting your description, schools and community sponsors viewing the *Residency Roster* to select artists will form their first impression of you and your services from this information. Make it interesting; let your style show through and use it as an opportunity to market yourself.

You might include such information as examples of types of workshops and residencies you provide, including ages of those with whom you work; educational philosophy; highlights of career since 2003; practical experience in conducting residencies or educational activities and examples of previous residencies (if you discuss a specific residency example, try to provide context, i.e. where it took place, population involved, etc.); if you have not conducted formal residencies, describe your relevant experience; your background as an artist and experiences which have influenced your work; and your familiarity with and incorporation of the Arizona Arts standards in your residency work.

H. Describe How You Learned Your Artform

In 150 words or less (900 Character Limit), explain your training (length of time, academically trained and/or learned from artists/members of the community from which the artform originates, location, etc.) If you are providing descriptions of company members, please limit each company member to one or two sentences.

*Accepted applications will be posted online at our website with the information you have entered here.

I. Describe Your Management Style

How will your administrative/managerial skills help you to work cooperatively with the sponsoring organization in planning, communicating and following up on your residency? Describe in 150 words or less (900 Character Limit), all the steps that you take to assist sponsors in the successful administration and evaluation of the residency, from first contact until the residency is complete.

Talk about the materials that you provide to sponsors which enhance the teaching of your artform and promote the residency, as well as the materials you request from the sponsors to assist you in understanding the school's policies, procedures and community issues.

*Accepted applications will be posted online at our [website](#) with the information you have entered here.

J. Education-based Residencies

Applicants who are interested in Education-based Residencies should select from the following (check all that apply.) For a description of Education-based Residencies, [click here](#).

☐ Education-based Residency

☐ In-School K-6

☐ In-School 7-12

☐ Higher Education

☐ After-School/Out of School/Intersession

☐ In School

If you have checked "No" to Education-based Residencies, skip the following sections and continue on to Community-based Residencies.

Education-based Residency description

Describe in 150 words or less (900 Character Limit), your Education-based Residency Plan.

An Education-based Residency is defined as a multi-day residency carried out by a consultant, artist or artist ensemble which is designed to achieve one or more of the following: make the arts an essential and fundamental part of school curriculum; build students' skills and understanding in making art, art in context and art as inquiry, reflecting the Arizona arts standards; provide professional development for educators and artists; support research in arts education and new methods of teaching the arts; demonstrates arts learning through the development of partnerships; or build community support and visibility for the arts and arts education.

*Accepted applications will be posted online at our website with the information you have entered here.

N. Residency Lesson Plan

Please provide a Residency Lesson Plan in the space below (2500 Character Limit). The Lesson Plan should include a brief statement of your understanding goals for this residency and provide a thoughtful and logical progression of learning experiences that will help build that understanding. Please include specific information about how the Lesson Plan connects with the Arizona Arts Standards. You can access the most current list of the Arts Standards at the Arizona Department of Education Website: <http://www.ade.az.gov/standards/arts/default.asp>.

*If you have completed the Education-based Residencies section you are required to submit a Residency Lesson Plan.

K. Residency Fees

The fees for workshops and staff training for the Education-based residencies programs are set by the Commission. The performance fees for these programs are not. Please be sure to indicate your performance fees for these programs. Fees for other programs or residency designs are set by you. Before setting fees for services, carefully consider your production costs, overhead and market rates. Although all fees will be published online, the decision to accept residencies in any of these programs will remain yours. [Click here for an explanation of fees.](#)

Travel, Meals and Lodging: If you are accepted, and subsequently named in an Artists in Residence grant for a school 70 miles round-trip from your home, the sponsor will request assistance from the Commission for your travel, meals and lodging, in addition to your fees. DO NOT include costs for travel, meals and lodging in the fee schedule.

Roster fees listed do not include travel per diem expenses. The maximum fees are listed. Fees may be negotiable depending on number of artists, design of the residency and factors such as set-up and tear-down time. The Commission's matching grants are based on a \$40.00 per hour/session rate and eligible travel per diem requests. Any fees at a level above this need to be paid by the school/community organization. [Click here for an explanation of fees.](#)

Individual Artists Only

Complete these fees only if you are an individual artist: (For performing company fees, see below.)

Hourly Fee: \$_____

One Day Service: \$_____ (*Performing Artist/Company: 90-120 min Single/Full Performance*)

One Day Service: \$_____ (*Writers/Individual Artists: 45-60 min Reading/Presentation*)

One Day Service: \$_____ (*All Artists: 4 Classroom Workshop/Lecture-Demos: 45-60 min each*)

Weekly: \$_____ (*Five day service*)

Performing Companies Only

Complete these fees only if you are a performing company: (For individual artists fees, see above.)

Hourly Fee: \$_____ (*Company Fee based on # of members*)

Number of Company Members: _____ (*fees should reflect all company members*)

One Day Service: \$_____ (*Performing Artist/Company: 90-120 min Single/Full Performance*)

One Day Service: \$_____ (*All Artists: 4 Classroom Workshop/Lecture-Demos: 45-60 min each*)

Weekly: \$_____ (*Five Day Service*)

L. Community-Based Residencies

Applicants who are interested in Community-based Residencies should select the following. For a description of Community-based Residencies, [click here](#).

☐ Community-based Residency

If you have checked "No" to Community-based Residencies, skip the following sections and continue on with Lesson Plan.

Community-based Residency description

Describe in 150 words or less (900 Character Limit), your Community-based Residency Plan.

A Community-based Residency is defined as a multi-day residency carried out by an artist or artist ensemble in an arts or community-based organization. Community residencies commonly include activities such as workshops, lecture/demonstrations, trainings for artists or educators, and shortened or full-length readings, or exhibits. Activities may occur in one location (such as the sponsor organization's facility), or in various schools, community venues, arts organizations or workplaces in a community or area. Community residencies may also be designed as a series of performances, exhibitions and/or readings by multiple artists/artist ensembles.

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Travel, Meals and Lodging: If you are accepted, and subsequently named in a Residency grant for an organization 70 miles round-trip from your home, the sponsor will request assistance from the Commission for your travel, meals and lodging, in addition to your fees. DO NOT include costs for travel, meals and lodging in the fee schedule.

Roster fees listed do not include travel per diem expenses. The maximum fees are listed. Fees may be negotiable depending on number of artists, design of the residency and factors such as set-up and tear-down time.

Individual Artists Only

Complete these fees only if you are an individual artist: (For performing company fees, see below.)

Hourly Fee: \$_____

One Day Service: \$_____ (Performing Artist/Company: 90-120 min Single/Full Performance)

One Day Service: \$_____ (Writers/Individual Artists: 45-60 min Reading/Presentation)

One Day Service: \$_____ (All Artists: 4 Classroom Workshop/Lecture-Demos: 45-60 min each)

Weekly: \$_____ (Five Day Service)

Performing Companies Only

Complete these fees only if you are a performing company: (For individual artists fees, see above.)

Hourly Fee: \$_____ (Company Fee based on # of members)

Number of Company Members: _____ (fees should reflect all company members)

One Day Service: \$_____ (Performing Artist/Company: 90-120 min Single/Full Performance)

One Day Service: \$_____ (All Artists: 4 Classroom Workshop/Lecture-Demos: 45-60 min each)

O. Biography

In the space below, please provide a short biography (1200 Character Limit). If you are providing descriptions of company members, please limit each company member to one or two sentences.

P. Photograph

The Commission encourages artists to provide a digital photograph of themselves or their artwork for our online *Residency Roster* as a way to develop association/familiarity for those searching the *Roster* for artist information. If you prefer to provide a photograph of your work featuring other performers or students, we ask that you obtain written permission from those featured in the photograph. If you do not have a digital photograph and are juried onto the *Residency Roster*, it will be your responsibility to provide one. For assistance, contact Stacey Wong at (602) 229-8227 or swong@azarts.gov

Upload Your Photograph

1. The image file must be one of these types: gif, jpg or bmp.
2. File size cannot be larger than 150kb.
3. The picture should be in portrait format.

Residency Roster Signature Page

I certify that at the time I submit this application I am at least 18 years of age and a resident of Arizona. I certify that all statements made in this application are true to the best of my knowledge and in accordance with the eligibility criteria for this program. I understand that artists juried onto the Arizona Arts Roster will be offered professional development and technical assistance opportunities. If problems arise regarding artists on the Arizona Arts Roster, the Commission may implement a process for assistance and review. By submitting this application, I agree to abide by the policies of the Arizona Commission on the Arts.

Persons with a disability may request a reasonable accommodation, such as sign language interpreter by contacting the Arts Commission at (602) 255-5882. Requests should be made as early as possible to allow time to arrange the accommodation.

Please be sure to review the Supplemental Materials required for your discipline and mail to the Commission before the postmark deadline of 5:00 p.m. on September 21, 2005. Detailed information on Supplemental Materials is available at:

http://www.azarts.gov/aquide/residency_categories_b.htm.